

COVID-19 Screening Policy for City Employees

Effective Date: July 28, 2020

Policy Version No.: 2

Point of Contact: Matthew Fisher, Chief of Staff to the Chief Administrative Officer and Michael Zaccagni, Interim Human Resources Director

I. Introduction

As the City of Philadelphia's workforce expands onsite operations, all of us share a responsibility to the city and to our fellow employees to ensure that our return to work is safe and does not create opportunities for additional COVID-19 infections. To that end, each City department will be required to implement the following screening policy so that any employees at-risk of spreading COVID-19 to fellow employees or city residents are prevented from returning to work until any such risk has been alleviated.

Screening questions must be administered to each employee before that employee begins working. Departments may choose one of two options for administering the assessment:

- A. *Self-Administered Assessment.* Departments choosing this option must require all employees to complete the City's online self-administered screening assessment tool (available at <https://www.phila.gov/employee-screener/#/>) prior to the start of each onsite shift or workday. The online assessment tool will determine whether the employee may safely complete onsite work, or whether that employee must quarantine/isolate. Employees should follow the assessment tool's prompts on how to inform their departments of their status.
- B. *Supervisor-Administered Assessment.* Departments choosing this option must, at the start of each shift or workday, ask all onsite employees all four questions contained in Section III of this policy prior to allowing employees to begin any onsite work. Section III also provides the required departmental response to affirmative answers to those questions.

II. Role Responsibilities

Employees, supervisors, and Appointing Authorities must work cooperatively to ensure that employees adhere to Department of Public Health requirements designed to prevent COVID-19 spread.

A. *Appointing Authority's Responsibilities.*

1. Appointing Authorities are expected to require that all employees complete COVID-19 screening assessments prior to working onsite.

2. Appointing Authorities are expected to train all staff on how to appropriately complete screening assessments, including ensuring that all employees are provided with the appropriate contact information for departmental safety/HR to report that they may not report to work pursuant to this policy.
3. Appointing Authorities are expected to ensure that completion of COVID-19 screening assessments does not unduly interfere with onsite operations.
4. Departmental safety/HR staff are expected to respond to questions or concerns regarding COVID-19 screening assessments.
5. Departmental safety/HR staff are expected to be the point of contact for employees who have not been cleared for work.

B. Supervisor's Responsibilities.

1. Supervisors in departments that have opted to have supervisors conduct COVID-19 screening assessments are expected to complete assessments for each employee before each scheduled shift/workday.
2. Supervisors may conduct the initial screening assessment in a group setting. Supervisors are, however, expected to ensure that all further conversations concerning an employee's health status are conducted in a confidential setting.
3. Supervisors are expected to daily confirm the status of those workers who come to the workplace to ensure that they are safe to be at the worksite. Supervisors are expected to ensure that employees not cleared to work pursuant to this policy inform departmental safety/HR staff of their work status and direct all questions concerning leave usage or return-to-work steps to departmental safety/HR.
4. Supervisors are expected to familiarize themselves with this policy and be able accurately advise employees how to complete the online assessment.

C. Employee's Responsibilities.

1. Employees using the online screening assessment tool are expected to complete an assessment before each onsite work-shift.
2. Employees are expected to answer all screening questions truthfully.
3. Employees must inform supervisors if they have been cleared for work, and also inform departmental safety/HR if they have not been cleared pursuant to this policy.

III. In-Person Questions and Responses

Supervisors are expected to use the following questions, responses, and follow-up actions to administer assessments and accurately respond to employee responses obtained from the self-administered assessment.¹

Please note the online assessment tool contains an additional question that requires an employee answer whether they have been diagnosed with COVID-19. This question shall not be used for in-person screening due to confidentiality concerns.

Question No. 1	In the last 2 weeks, did you care for or have close contact with someone diagnosed with COVID-19?
Supervisor Response if "Yes"	Employee must quarantine for fourteen days from the last date of contact.
Follow-up Action(s)	Direct employee to notify departmental safety/HR personnel of his/her work status.

Question No. 2	Have you traveled to any of the dark red states on the City's travel recommendations map or to a country outside of the United States within the last 2 weeks?
Supervisor Response if "Yes"	Supervisor should determine if traveled to a state or country significant COVID-19 transmission ² by using the travel recommendations map . If Supervisor determines employee has traveled to a state or country with significant COVID-19 transmission, the employee must practice social distancing and wear a mask at all times, even while in cubicles or private offices for 14 days from the date the employee returned from travel. Employee must also self-monitor for symptoms and, if symptoms manifest, stay home and follow guidance on the PDPH website.
Follow-up Action(s)	Direct employee to notify departmental safety/HR personnel of his/her work status.

¹ The online assessment tool provides codes which may be used to identify which questions employees answered "yes."

Question No. 3	In the last 24 hours, did you have a measured temperature of 100.4 degrees or greater?
Supervisor Response if "Yes"	Employee may not come to work and should retake the questionnaire tomorrow.
Follow-up Action(s)	Direct employee to notify departmental safety/HR personnel of his/her work status.

Question No. 4	<p>Do you currently have two or more of the following new onset symptoms of unknown source?</p> <ul style="list-style-type: none"> • Feel feverish or chills • New or worsening cough • Shortness of breath or difficulty breathing • Fatigue • Muscle or body aches • Headache • New loss of taste or smell • Sore throat • Congestion or runny nose • Nausea or vomiting • Diarrhea
Supervisor Response if "Yes"	Employee may not come to work and should retake the questionnaire tomorrow.
Follow-up Action(s)	Direct employee to notify departmental safety/HR personnel of his/her work status.

IV. Confidentiality

The City places a high priority on maintaining all employee health information in a confidential manner. Accordingly, the City will not store employee responses to the self-administered assessment and will not document employee responses to supervisor-administered assessment. Information relating to an employee's absence from work, including, if necessary, the reason for that absence and the expected duration of any absence, will continue to be collected and maintained according to existing departmental protocols. City employees are expected to conduct all conversations regarding an employee's health status beyond the initial assessment in a confidential setting.